

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Zoo Series

SUPERVISOR, BUILDING AND GROUNDS

10/91

Summary

Under general supervision, plans, assigns, supervise and performs general building, facilities and ground maintenance; performs related duties as required.

Typical Duties

Supervises the maintenance and repair of building, evaporative and refrigerated air conditioning, heater units, and related equipment; supervises the operation and installation of building equipment, such as boilers, chillers, pumps and other associated machinery; makes inspections of buildings and surrounding areas; maintains desired humidity and temperatures in buildings; supervises and performs major and minor repairs to emergency electric generators and related equipment.

Assigns, supervises and participates in the planting, transplanting, pruning and trimming of lawns, trees and shrubs; assures grounds are watered and fertilized according to instructions and that insecticides and herbicides are applied according to manufacture's recommendations; designs grounds layouts; supervises and performs landscaping duties; cuts grass with power and/or hand mower; coordinates display and habitat maintenance and construction.

Supervises and assigns general building and facilities maintenance and repair to subordinate personnel; installs and repairs fences and animal exhibit enclosures; operates a motor vehicle to transport new plants and construction materials and to pick up trash, limbs, weeds, and other debris; uses hand and gardening tools in the performance of duties; supervises, trains and evaluates assigned personnel; observes and enforces safe working practices and procedures; maintains records and prepares reports.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D and six years of progressively responsible experience in the maintenance of buildings and building equipment, including experience in air conditioning and heating, and including two years of supervisor experience in building maintenance and mechanical maintenance experience, or an equivalent combination of training and experience

Knowledge, Abilities and Skills: Comprehensive knowledge of the methods, procedures, materials and techniques used in the maintenance and repair of buildings and related equipment; considerable knowledge of air maintenance equipment, controls and related equipment; considerable knowledge of the hazards and safety precautions of the trade.

Ability to perform maintenance and repair on a wide variety of building equipment; ability to perform manual work; ability to read and interpret blue prints, plans and specifications; ability to plan, assign, train, supervise and evaluate assigned personnel; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to keep records and prepare reports.

Physical Requirements: Mobility within a zoo environment; exposure to wild and exotic animals; lift and carry heavy objects (up to 50 pounds); operate a motor vehicle; must work various shifts and weekends; subject to call during non-working hours.

Licenses and Certificates: Valid U.S. driver's license.

Director of Personnel

Department Head